

CONFERENCES AND EXPOSITIONS COMMITTEE

Minutes from the
Meeting of January 24, 2015
Chicago, Illinois

Members Present

Wade Conlan, Chair
Sarah Maston, Vice Chair
Dennis Alejandro (Consultant)
Billy Austin
Chris Balbach
Walid Chakroun
Dimitris Charalambopoulos
David Claridge
Doug Cochrane
Jon Cohen
Michael Collarin
Chuck Curlin
Gary Debes
Kevin Gallen
Thomas Kuehn
Jennifer Leach
James Liston
Mike McDermott (Consultant)
Alan Neely
Ann Peratt
Rachel Romero
Frank Schambach
Leon Shapiro
Jeff Spitler
Samir Traboulsi
Bill Dean, BOD Ex-O

Members Absent

Rocky Alazazi
Cynthia Moreno
Andrea Zarour

Guests

Ayman El-Talouny
Bill Harrison
Pam Immekus
Nikolaos Kourakos
Shamila Nair-Bedouelle
Bennie Skelton
Theresa Weston
Jack Zarour

Staff

Tiffany Cox
Tony Giometti

ASHRAE CEC
January 24, 2015 Meeting
Action Items

1. Staff will post the criteria for holding an ASHRAE annual conference.
2. Mr. Conlan will form a task group to implement adding a “no conflict of interest” and a “source of the funds to support the work” question to program submissions.

1. Call to Order

Mr. Wade Conlan called the meeting to order at 8:10 am.

2. Approval of June 28, 2014 CEC Minutes

It was moved by Mr. Doug Cochrane and seconded by Mr. Gary Debes that the minutes be approved.

Vote: 22-0-0, CNV. Passed

3. Review of Action Items

Mr. Conlan reviewed the action items from the past CEC meeting. The following are open:

Staff will post the criteria for holding an ASHRAE annual conference by April 2015.

Conflict of interest procedures for authors and presenters. Procedures for putting in place a way to capture authors' and presenters' responses to the questions if they have 1) "No conflict of interest" and 2) in the development of a "source of the funds to support the work." Ideas included putting a check box on the questions "Do I have a conflict" and "Do I have a source of funds conflict." If there is a conflict, then it would be included in the acknowledgements of the paper and presentation. This would also apply to technical papers. Mr. Conlan formed a task group with Mr. Cohen and Ms. Jennifer Leach to work on implementing this procedure for the 2016 Winter Conference in Orlando.

4. BOD ExO Report

Mr. Dean reported on several Society activities that have taken place since the Seattle Conference in June 2014. He said that ASHRAE and the Indoor Air Quality Association have agreed in principle to join forces and that both Boards of Directors will be voting on the merger at this conference. The Society is taking a higher profile in the residential construction field. Work continues on an implementation plan for the Society's Strategic Plan, which addresses four goals: Connect, Extend, Educate and Adapt. For each goal, there will be at least two objectives and each objective will have initiatives.

5. ExCom Report

Mr. Conlan presented the CEC ExCom report from the meeting of January 23, 2015.

Action Items

1. ExCom moves that Members Council Motion 2014-10-02 Motion 6.b Region II (Halifax Chapter) be rejected because the Virtual Conference is already included in a single day registration.

Background:

REFERENCED MOTION:

Region II (Halifax Chapter) – Motion 6.b (10/02/2014):

That Society offer a special reduced registration rate for Voting Members of Technical Committees attending Society Annual and Winter Meetings combining the One Day Registration with the Virtual Conference Registration at the current One Day Registration rate allowing the Member to attend what portions of the Conference they could, while giving them access to everything electronically. The proposed reduced rate would be implemented starting with the 2015 Annual Meeting in Atlanta, GA.

Background: The goal of this motion is to recognize the people whose passion drives ASHRAE's performance, while at the same time getting more people to register for the Conference. Often times, the Members volunteering on Technical Committees are not afforded the time to attend portions of the Conference they might be interested in simply because their time is already allocated elsewhere. As a result, a large portion of these Members do not register for the Conference. By implementing this reduced rate, ASHRAE will make registration more appealing to a larger number of Members who are already traveling to Conference Hosting Cities.

One Day Registration Rate in Seattle: \$285
Virtual Conference Rate: \$249
Combined Rate for Voting Members of Technical Committees: \$285

Fiscal Impact: Unknown – potentially positive.

2. ExCom moves that Members Council Motion 2014-10-02 Motion 6.c Region II (Halifax Chapter) be rejected because the Virtual Conference is already included in a single day registration

Background:

REFERENCED MOTION

Region II (Halifax Chapter) – Motion 6.c (10/02/2014):

That Society offer a special registration rate for Regional and Society Officers attending Society Annual and Winter Meetings combining the One Day Registration with the Virtual Conference Registration at the current One Day Registration rate allowing the Member to attend what portions of the Conference they could, while giving them access to everything electronically. The proposed reduced rate would be implemented starting with the 2015 Annual Meeting in Atlanta, GA.

Background: The objective of this motion is to reward volunteers and encourage them to register and participate in the activities of the Conference. Volunteers frequently travel to the winter and Annual meetings and don't take advantage of the Conference, because they might not have time between their meetings to attend seminars. If they were offered a reduced special rate, ASHRAE would benefit with an increase in participation and revenue. This would also add to the value proposition of ASHRAE membership.

One Day Registration Rate in Seattle: \$285
Virtual Conference Rate Seattle: \$249
Proposed Combined Rate for Voting Members of Technical Committees: \$285

Fiscal Impact: Unknown – potentially positive.

3. ExCom moves that CEC approves the registration Fees for 2016 Conferences: Orlando and St. Louis
 - a. Member Advance \$420
 - b. Member Onsite \$550
 - c. Non Member Advance \$620
 - d. Non Member Onsite \$750
 - e. Member One Day \$210
 - f. Non Member One Day \$260
 - g. Speakers \$105

Mr. Jon Cohen moved and Mr. David Claridge seconded to approve the ExCom action items.

Vote: 22-0-0, CNV. Passed.

Mr. Conlan said that CEC is seeking bids from the following cities to host the 2018 Annual Conference: Minneapolis, Indianapolis, Cleveland and Milwaukee.

6. Annual and Winter Subcommittee

Mr. Claridge presented the Annual and Winter Subcommittee report. See Attachment A for the minutes. He said that the reviews were currently underway for conference papers for the Atlanta Conference. The deadline

for completing the first reviews was Jan. 26, which takes place while the Chicago Winter Conference is still going on. Because of the other work during the course of the conference, the reviews were not getting done, so the deadline was moved to Feb. 2 to complete the first reviews.

A discussion addressed the speaker registration fee for the conferences. There had been a number of requests for exemptions to the policy (for invited speakers, co-authors/presenters, volunteers who contribute on the Society's behalf, and a speaker-only session comp or a single-session registration fee). It was recommended that speakers be allowed to pay a single-session fee to speak for only their session.

A discussion began on invited speakers and that they should not have to pay a registration fee. A procedure needs to be developed for inviting a person to speak. Mr. Conlan suggested that a guideline be developed for how to deal with the requests that would come. Mr. Jeff Spitler and Ms. Ann Peratt volunteered to draft a guideline for invited speakers and a policy to show how it would be administered. A straw poll was taken to see if the policy should be promoted, and 16 CEC members were in favor of it. Some of the criteria identified for the guideline include: world class speaker, subject matter expert, usually does not attend the conference.

The subcommittee addressed the presentation PowerPoints, specifically the last slide, "questions." Currently, only the presenter's name and email address are allowed. However, especially for papers, it was recommended that the co-author's names and email addresses also be allowed to be listed on the last slide. It was moved by Ms. Maston and seconded by Mr. Cohen to revise the commercialism policy to allow co-authors' names and email addresses to be listed on the last slide.

Vote: 22-0-0, CNV. Passed.

The subcommittee addressed presentations that had not been uploaded in advance of the conference. Mr. Shapiro proposed that there be a penalty for presenters who don't upload their presentations and that there be a two-strike policy. Guidelines should be provided for uploading a complete presentation that would define an "essentially complete" presentation for uploading. Since there is an existing "speaker performance policy" which identifies people who receive low speaker ratings and a three-step process, it was suggested the presentation policy mirror this policy. Mr. Mike Collarin, Mr. Kevin Gallen, Mr. Gary Debes and Mr. Dennis Alejandro volunteered to assist Mr. Shapiro with developing a policy to address the issue.

7. Host Committee Reports

2015 Winter Conference – Benny Skelton. Mr. Skelton said that the planning for the conference has gone very well and the events for the Welcome Party and Members Night Out and several tours are ready to go. He said there was one miscommunication in promoting workshops that were held prior to the start of the conference, but otherwise everything has been great.

2015 Annual Conference -- Pam Immekus. Ms. Immekus said that the preparations arranged to date are: the welcome party will take place at the College Hall of Fame, the Members Night Out will feature an Atlanta Beach theme, and tours are lined up at the Georgia Tech campus and at Southface.

8. Joint Expo Policy Report

Mr. Bill Harrison briefed CEC on some of the items that will be discussed at the Joint Expo Policy Committee meeting, including exploring holding expositions outside of North America and exhibitors holding training events at their booths. He reported that the royalties from this year's AHR Expo and the AHR Expo Mexico will be higher than ever.

For the first time, the AHR Expo Mexico will be held in Guadalajara in October 2015. Because the Guadalajara Chapter is a small chapter, he said they are going to need extra support in pulling together the technical program that accompanies the expo. He requested that CEC provide support, perhaps like a specialty conference, to oversee the development of the technical program. Mr. Chakroun expressed a concern about the

commercialism of the presentations and the application of the Commercialism Policy. Mr. Harrison agreed. Mr. Conlan said the message to take back to the Joint Expo Policy Committee is that CEC is willing to help.

9. Specialty Conferences

This topic began with a presentation by Mr. Erich Binder with a request that ASHRAE co-organize the Cold Climate 2018 Conference. Mr. Binder was the conference chair for the Cold Climate 2012 Conference. One option he proposed was to hold the conference in conjunction with the Region XI CRC, which will take place on a cruise ship for one week. People would pay a separate registration fee for the conference. Attendance is estimated at 250 attendees. He said the rooms for the conference would be available at no extra cost. He would plan on raising sponsorship money again (\$70K was raised for the 2012 conference). He said that the cruise could start in Seattle and then go to Alaska. He also suggested that the conference could be held in Chicago, New York or the Northwest Territories. It was decided that a separate meeting be held with staff, CEC ExCom and the conference organizers to discuss further and that a decision would be made by June 2015.

Mr. Chakroun, chair, and Mr. Balbach, vice chair, of the Specialty Conferences Subcommittee provided an update on the conferences in process:

- International Conference on Energy and Environment in Ships, May 22-24, 2015, Athens, Greece. There is an issue with funding for the conference, and a decision will be made by Feb. 23, 2015. Mr. Chakroun said that he did not want a financial loss to ASHRAE for organizing this conference. Mr. Dimitris Charalambopoulos, chair of the conference, said that the conference is being supported by the Hellenic Navy and the Hellenic Chapter. The conference will have two parallel sessions with papers, two workshops and invited keynote speakers. He said he has received the backing of the chapter and is supported by Nikolas Kourakos of the Hellenic Navy.
- ASHRAE Energy Modeling Conference, Sept. 30-Oct.2, 2015, Atlanta, GA.
- 6th International Conference on Energy and Research Development, March 21-23, 2016, Kuwait. 80 papers are expected for the conference with 200 attendees.
- ASHRAE IAQ Conference: Defining Indoor Air Quality – Policy, Standards and Best Practices, Sept. 12-14, 2016, Alexandria, VA.
- Second Efficient Building Design Conference, Nov. 2016, Beirut, Lebanon. Mr. Chakroun said that the first conference had an attendance of 150 people and 50 papers were presented. The conference was supported by the American University of Beirut, Munib R. and Angela Masri Institute for Energy and Natural Resources and the Lebanese Chapter. They have requested that ASHRAE approve co-organizing a second conference. Mr. Chakroun moved and Mr. Cohen seconded that ASHRAE approve this request. Vote: 21-0-0, CNV. Passed.
- Second Hot Climates Conference, February 2017, Doha, Qatar. Mr. Chakroun said he will need to talk to the Qatar Oryx Chapter about their interest in organizing this conference with ASHRAE.
- Second Developing Economies Conference, Q12016, Delhi, India. This conference is being requested by the Developing Economies Presidential ad hoc Committee. The program proposal is expected soon.
- Thermal Envelopes Conference, Clearwater, FL, Dec. 2016. This conference is organized by Oak Ridge National Laboratory. Ms. Theresa Weston provided an update on the conference and said that the ASHRAE Residential ad hoc Committee had recommended that ASHRAE co-organize the conference because of the residential element addressed by the conference. She requested that the levels of sponsorship for ASHRAE Conferences be sent to her so that she could discuss this with her committee. (Secretary's note: this is complete.)
- UNEP Conference, Q4 2016. Mr. Ayman Eltalouny, UNEP, expressed an interest in having UNEP and ASHRAE co-organize a conference to address the mandates on refrigerants and low GWPs in developing economy countries. Discussions are continuing to take place.

10. CEC MBOs for 2014-2015

Mr. Conlan updated the committee MBOs for 2014-2015. See Attachment B.

11. Adjournment

Mr. Conlan adjourned the meeting at noon.

Respectfully submitted,

A handwritten signature in black ink that reads "Anthony Giometti". The signature is written in a cursive style with a large, stylized initial "A".

Anthony Giometti
CEC Staff Liaison

**ASHRAE Conferences and Expositions Committee
 Annual and Winter Conferences Subcommittee
 January 23, 2015 from 3PM to 6PM
 Wabash Room (3rd Floor)
 Palmer House Hilton**

Minutes

1. Introductions
2. Review/Revise agenda
3. Purpose of Committee:
 - a. Annual and Winter Conference Subcommittee is responsible for the development of tracks, soliciting, selecting and scheduling technical program session and the onsite logistics for presenting the technical program. The subcommittee develops and maintains an evaluation system for program sessions and speakers.
4. Review status of 2015 Annual Meeting (Claridge)
 - a. Submissions submitted/approved/rejected – overall review status and schedule
 - i. See attached summary of the Atlanta Conference
 - ii. We need to get the reviewers to agree to review
 - iii. Schedule is going to be revised to accommodate the point at which we are at with reviews
 - iv. We need to make sure we meet the new schedule, time will be tight
 - b. Seminar/Forum/Workshop Update and schedule
 - i. Website is open and remain open until 2/9
 - ii. 7 seminar, 3 forum and 3 workshops submitted already
 - c. Track submissions and formation schedule
 - i. Final date for ppt submission online will be changed to 6/22
 - d. Program slots and selection schedule
 - e. Misc.
5. Review status of 2016 Winter Conference – Orlando (Leach)
 - a. Timeline/deadlines
 - i. CP abstracts Due 3/23
 - ii. CP Abstract review 3/30
 - iii. The rest of the timeline will be emailed out
 - iv. Website is live now
 - b. Tracks & Chairs
 - i. SE – Debes
 - ii. FA Moreno
 - iii. Design Build Liston
 - iv. International - Shapiro
 - v. Std guidelines codes -Collarin
 - vi. Cutting Edge Tech – Peratt
 - vii. The Great Debate – Curlin
 - viii. Modern Residential Systems – Alazazi
 - c. Call for papers
 - i. Website is live now
 - d. Plenary/Technical Plenary
 - i. Looking at Plenary speakers, if you have thoughts, please let Jen know
 - e. Misc.
6. Review status of 2016 Annual Conference – St. Louis (Kuehn)
 - a. Timeline/deadlines
 - i. Working on the schedule
 - ii. Working on developing tracks

- iii. TP will be due mid September, date to follow
- b. Tracks & Chairs
- c. Misc.
- 7. Review status of 2017 Winter Conference – Las Vegas (Shapiro)
 - a. General Chair is appointed
 - b. Working on host committee now
 - c. Working on tracks and schedule
- 8. List of upcoming meetings
 - a. 2017 Annual in Long Beach
 - b. Winter, January 2018 – Chicago
 - c. Annual, June 2018 – open – looking at four cities (Judy)
 - d. Winter, January 2019 – Atlanta
- 9. Review Speaker’s Lounge requirements and schedule
 - a. Some revisions made and sent out by Wade this week.
 - b. Everyone should be in the Speaker’s Lounge tomorrow (Saturday)
 - c. Still have a few programs for Sunday that are needed.
- 10. Confex Updates (Cox)
 - a. Reviewer import is now available
 - b. Working on getting staff more access to reports, not contact Confex exchange
 - c. Reviewer assignment report added
 - d. Automatic notices for status to CPRC and track chairs
- 11. Review Seattle wrap up session notes
 - a. On Atlanta Meeting Summary Sheet
- 12. Speaker Cost when there is more than 1 speaker for a session/paper. (Conlan)
 - a. Now just one speaker fee per presentation
 - b. Motion should be brought before entire committee to send something to members council
- 13. Speakers - are we willing to allow just the single session cost instead of the speaker cost if they don’t want to attend anything else? (Conlan)
 - a. See item 13 response
- 14. Author Information on last slide (Leach)
 - a. Co-authors information should be provided on the last slide
 - b. Motion to the full committee tomorrow.
- 15. David Underwood
 - a. Thanked committee
- 16. Other Business
 - a. Penalty for not uploading presentation by the stated date
 - i. Shapiro to present to the general committee
 - b. Offer templates to presenters that must be used starting with the Orlando Conference ad must be submitted in a powerpoint format
 - i. Leach, Debes Approved, 1 negative, 1 abstention
 - c. TC 2.8 looking to put together programs on Blue is the New Green, possible track in Las Vegas
- 17. Adjournment

ATTACHMENT B

Committee Objectives
 Committee: Conferences and Expositions Committee
 Year: 2014 – 2015
 Chair: Wade H. Conlan
 Vice Chair: Sarah Maston

Objective	Planned Completion Date	Fiscal Impact	Responsible Party	Cost Budgeted
1. Complete work on Reference Manual and/or Operations Manual	June, 2015	None	CEC Chair, Vice Chair, Past Technical Chairs & Staff	None
2. Develop long-range committee plan, to properly address the Specialty Conferences Sub-Committee growing needs.	June, 2015	None	CEC Chair, Specialty Conference Chair, Staff	None
3. Analyze a method for reduced conference fees for those from developing countries.	June, 2015	None	CEC Vice Chair, Annual/Winter Subcommittee Chairs & Staff	None
4. Develop a method to have a Conflict of Interest and/or Source of Funding to be identified for papers, seminars, workshops to provide transparency for the viewer/reviewer.	Mar 2014 for Winter 2016 Use	None	Annual/Winter Subcommittee	None
5. Improve the interface for the speaker, session chair, reviewers, etc...through improvements to available training, system improvements, and other yet unidentified items.	on-going	None	Annual/Winter Subcommittee	None
6. Improve the Virtual Conference to get a larger audience and branding/marketing in different methods.	June, 2015	None	Chair, Vice Chair, and Staff	None
7. Create and implement an Annual and Winter Conference Speakers list for the CTTC	February, 2015	None	Chair, Vice Chair, and Staff	None